GPO Access Training Manual

Special Insert A

Insert for Federal depository libraries on STAT-USA/Internet™ and USA Trade® *Online*

This training manual was produced by the Office of Electronic Information Disseminations Services (EIDS) of the U.S. Government Printing Office and is accurate as of January 2003. Updates to this manual can be found on the *GPO Access* help page at <www.gpo.gov/gpoaccess/help.html>.

STAT-USA/GPO Partnership

In 1994, STAT-USA was directed by Congress to recover operational costs by charging users for access to its products and services; however, in a partnership between the U.S. Government Printing Office and the Department of Commerce, free public access to STAT-USA/Internet and USA Trade *Online* is provided at Federal depository libraries nationwide. This insert is produced by GPO and STAT-USA to introduce Federal depository libraries to the features and functionality of STAT-USA/Internet and USA Trade *Online*.

Policies & Procedures

✶ Each Federal depository library has been provided two user accounts to STAT-USA/Internet and USA Trade *Online*. A login/logout feature is available to manage workstation access. Libraries that need to register for either service can find the registration form at <www.gpo.gov/gpoaccess/fdlp/coll-dev/statusar.html>. Each library is given one password, which works for both STAT-USA/Internet and USA Trade *Online*.

✶ Each library must protect the passwords for STAT-USA/Internet and USA Trade *Online*. Passwords should not be disclosed to faculty, students, or patrons. Problems using the password should be directed to <askLPS@gpo.gov> or Lisa Russell at <lrussell@gpo.gov>.

✶ FDLs may not allow outside organizations to connect to STAT-USA/Internet or USA Trade *Online* using the library's account and password via its computer network; public access workstations in the FDL are permissible. Any violation of these terms will result in the termination of the library's account.

✶ Users interested in accessing STAT-USA/Internet or USA Trade *Online* information from outside a Federal depository library must subscribe to each service separately. Subscription information is available at:

STAT-USA/Internet: <www.stat-usa.gov/hometest.nsf/ref/subscribe?OpenDocument>

USA Trade *Online*: <https://orders.stat-usa.gov/on_sam.nsf/order+frame+usa+trade+online>

✶ STAT-USA's other service, EuroTrade *Online*, which provides access to import/export data for each of the fifteen major European countries, is not currently provided for free public access at Federal depository libraries.

Example 1: The STAT-USA/Internet home page as of January 13, 2003.

STAT-USA/Internet™

Free public access to STAT-USA/Internet is provided through a partnership between the U.S. Government Printing Office and the Department of Commerce.

STAT-USA/Internet is a single point of access to business, economic, and trade-related information disseminated throughout the Federal Government. It is provided by STAT-USA, an agency in the Economics and Statistics Administration of the U.S. Department of Commerce.

STAT-USA/Internet consists of the following:

State of the Nation (SOTN): Tracks the direction of the U.S. economy and provides a repository for statistical releases of economic indicators from a number of Federal agencies, including the Bureau of the Census, Bureau of Economic Analysis, Bureau of Labor Statistics, Federal Reserve Board, Department of Treasury, and banks from the Federal Reserve System. Information provided in SOTN includes economic news/releases, economic indicators, and topical areas including employment and economic policy, and restricted releases.

Global Business Opportunities (GLOBUS) & National Trade Data Bank (NTDB): Provides information on international commerce from Federal agencies, such as the Department of Agriculture, State Department, Bureau of the Census, Defense Logistics Agency, and U.S. Trade Representative. Information provided in GLOBUS & NTDB includes trade leads, exchange rates, market and country research, and contact databases.

> In response to user feedback, STAT-USA includes selected information from non-Federal sources. These include the National Association of Purchasing Management, University of Michigan, The Conference Board, Cantor/Fitzgerald, and the United Nations.

STAT-USA welcomes feedback from its users. In addition, STAT-USA scours Federal Web sites for business, economic, and trade-related information; however, it does not claim to be a comprehensive source of this information. Questions, comments, and service inquiries should be directed to STAT-USA's Customer Service Center via phone at 1-800-STAT-USA or 202-482-1986 and via e-mail at <statmail@esa.doc.gov>.
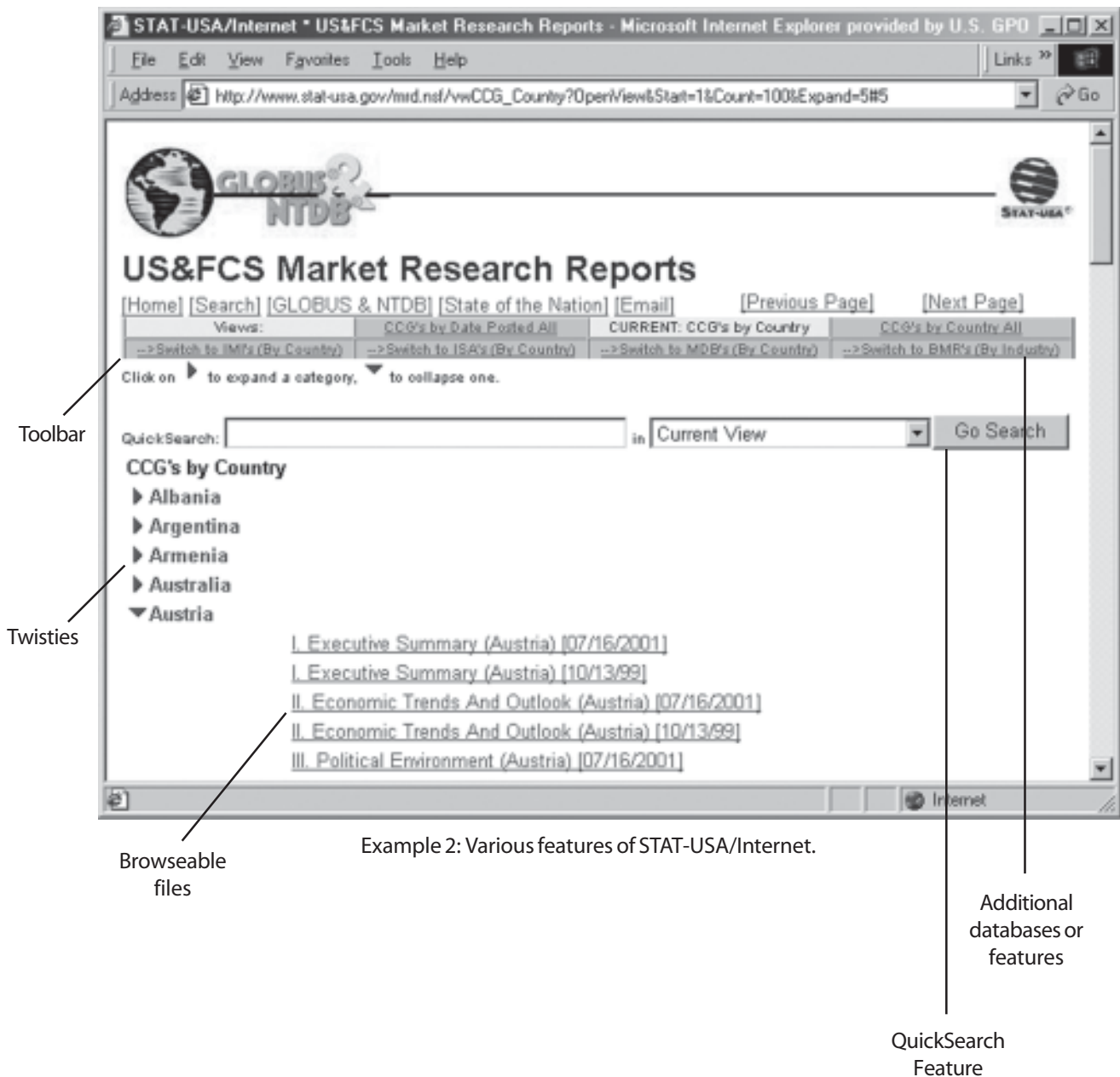
STAT-USA/Internet (continued)

Special Features

✶ Within SOTN, America's Top 50 Releases contains the most frequently requested U.S. economic data, while additional releases are available in the SOTN Library.

✶ STAT-USA/Internet provides a quarterly newsletter to inform users of new features and enhancements. Federal depository libraries can sign up to receive the STAT-USA/Internet Newsletter at <www.stat-usa.gov/newsletter>.

Unique Navigating & Searching Instructions

✶ A toolbar is available at the top of each page within the various databases on STAT-USA/Internet. The toolbar is green in SOTN and orange in GLOBUS & NTDB. This toolbar provides not only links to other databases, but may also contain special sorting features within a database, such as in the Country Commercial Guides. To search, choose a database from the toolbar (the option on the toolbar will turn gray) and then choose "Search" from the options just above the toolbar.

✶ In order to search or browse, you must be within a database, such as the SOTN Library. When searching, queries are not case sensitive, quotes are unnecessary, and the only Boolean operator used is AND. When searching for multiple keywords within a document, use AND between each keyword to find the words within a document, regardless of proximity, for example: **education and indonesia**.

✶ When browsing files within the GLOBUS & NTDB, a QuickSearch feature is available to expedite searches within that database.

✶ "Twisties" ▶ ▼ are used throughout STAT-USA/Internet to expand or collapse lists. Additional "twisties" are provided that allow sorting in ascending or descending order.

✶ In a search results list, gray-shaded boxes in the left-hand column depict relevancy ranking. The darker the gray, the more relevant the document.

✶ The information provided by STAT-USA is available in a variety of file formats.

✶ STAT-USA/Internet recommends versions of browsers to fully access the materials on the site. These recommendations may be found at <www.stat-usa.gov/hometest.nsf/ref/Browser?OpenDocument>.

✶ The archiving of materials on STAT-USA/Internet is done on a subjective basis, primarily by date (generally for a maximum of three years) and popularity. For older materials, please contact the source agency. For more information regarding archiving policies, please contact the STAT-USA's Customer Service Center. See page 14 for a listing of source agencies.

Example 2: Various features of STAT-USA/Internet.

Toolbar

Twisties

Browseable files

Additional databases or features

QuickSearch Feature

State of the Nation

The *State of the Nation* (SOTN) provides current and historical economic and financial releases and economic data from various Federal agencies. The most popular databases within SOTN are America's Top 50 and the SOTN Library. The following are descriptions of the databases contained within the SOTN Library:

Summaries and Testimonies - Contains speeches and miscellaneous information from Federal officials.

NIPA Information (National Income and Product Account) - Contains statistics, such as the Gross Domestic Product (GDP) and personal income, from the BEA.

Economic Indicators - Contains current and historical general economic indicators such as Monthly Retail Sales and Shipments, Inventories, and Orders compiled by the ESA.

Employment Statistics - Contains current and historical statistics on employment and unemployment, such the Employment Situation, released by BLS.

Price & *Productivity Statistics* - Contains price statistics used to track inflation/deflation and the rise of wages, such as the Producer/Consumer Price Index, as compiled by BLS.

Industry Statistics - Contains industry related information, such as the Industrial Production and Capacity Utilization, from Census or the FRB.

Fiscal & *Monetary Policy* - Contains releases, such as the Selected U.S. Interest Rates, Treasury Quotations and Treasury Yield Curve, released by both the FRB and Treasury.

Government Bond Rates - Contains the State and Local Government Bond Rates from Treasury.

Daily Treasury Statements - Contains releases from Treasury, such as the Treasury Bulletin, and the Daily and Monthly Treasury Statements.

Treasury Auction Results - Specifically contains current and historical Treasury Auction Results.

Regional Economic Statistics - Contains specific BEA releases on regional statistics and releases, such as the Gross State Product and Personal Income and Earnings.

Survey of Current Business - Contains supporting statistical tables from BEA's Survey of Current Business.

Miscellaneous Economic Files - Contains miscellaneous documents, such as the Mortgage Lending Activity and Mortgage Index Rates, from a variety of Federal agencies.

Foreign Trade Data - Contains international trade-related releases and statistics, such as U.S. International Trade in Goods and Services, primarily from Census.

SOTN Update Schedule

The most popular applications in SOTN concern the press releases of the chief economic indicators, which are first released under Today's HOT Releases and then moved to America's Top 50 Releases the next day. The following chart provides a listing of the headings under America's Top 50 Releases along with the source agency and the frequency of updates. For an explanation of acronyms, see page 14.

General Economic Indicators

Composite Index of Leading, Coincident and Lagging Indicators	The Conference Board	Monthly
Consumer Price Index	BLS	Monthly
Economic Indicators Summary	ESA	Weekly
Gross Domestic Product	BEA	Monthly
Gross State Product	BEA	Annual
Personal Income and Outlays	BEA	Monthly
Producer Price Index	BLS	Monthly
Productivity and Cost	BLS	Monthly
Real Earnings	BEA	Monthly
U.S. Export Sales	USDA	Weekly
U.S. Import and Export Price Indexes	BLS	Monthly
U.S. International Trade in Goods and Services	Census	Monthly

Housing and Construction

Census Construction Review	Census	Monthly
Census State Housing Permits	Census	Monthly
Housing Starts and Building Permits	Census	Monthly
Housing Units Completed	Census	Monthly
Housing Vacancies	Census	Monthly
New Construction	Census	Monthly
New Home Sales	Census	Monthly

Employment

Employment Cost Index	BLS	Monthly
The Employment Situation	BLS	Monthly
Metropolitan Area Employment and Unemployment	BLS	Monthly
Regional/State Employment and Unemployment	BLS	Monthly
Unemployment Insurance Weekly Claims Report	Labor	Weekly

Manufacturing and Industry

Retail E-Commerce Sales	Census	Quarterly
Advance Retail Sales	Census	Monthly
Retail Sales Revisions	Census	Monthly
Auto and Truck Sales and Production	Census	Monthly
Durable Goods, Shipments and Orders	Census	Monthly
Industrial Production and Capacity Utilization (G.17)	FRB	Monthly
Manufacturing and Trade, Inventories and Sales	Census	Monthly
Quarterly Financial Report - Manufacturing	Census	Monthly
Quarterly Financial Report - Retail	Census	Monthly
Report on Business (Purchasing Manager's Index)	NAPM	Monthly
Report on Business (Non-Manufacturing Sectors)	NAPM	Monthly
Shipments, Inventories and Orders	Census	Monthly
Wholesale Trade Sales and Inventories	Census	Monthly

Monetary Statistics

Aggregate Reserves (H.3)	FRB	Weekly
Bank Credit (H.8)	FRB	Weekly
Historical Bank Credit	FRB	Weekly
Consumer Credit Report (G.19)	FRB	Monthly
Factors Affecting Reserves (H.4.1)	FRB	Weekly
Money Stock (H.6)	FRB	Weekly
Historical Money Stock Data	FRB	Weekly
Monthly Foreign Exchange Rates	FRB	Monthly
Selected Interest Rates (H.15)	FRB	Weekly
Weekly Foreign Exchange Rates (H.10)	FRB	Weekly

Economic Policy

Summary of Commentary on Current Economic Conditions (Beige Book)	FRB	Quarterly
Federal Open Market Committee Meeting Minutes	FRB	Monthly
Humphrey-Hawkins Testimony by FRB Chairman	FRB	Monthly
Monthly Treasury Statement	Treasury	Monthly

> Daily releases found on the SOTN main page include, but are not limited to, State and Local Government Bond Rates, Foreign Exchange Rates, Daily Treasury Statement, Composite Quotations for U.S. Government Securities, and Treasury Yield Curve Rates.

GLOBUS & NTDB

http://www.stat-usa.gov/ntdb

Global Business Opportunities (GLOBUS) & National Trade Data Bank (NTDB) provide current and historical trade-related news releases, international market research, trade opportunities, and country analyses. Materials are provided by Federal agencies as well as selected non-Federal sources. The following is a description of some of the more popular databases contained within GLOBUS & NTDB:

Today's Global Business Opportunity Leads - Contains a collection of leads from both official Federal and non-Federal sources that identify new markets and potential international partners.

◆ **FedBizOpps Leads** (FBO) Lists Federal government procurement opportunities over $25,000. Commercial vendors seeking Federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire Federal contracting community (previously Commerce Business Daily, CBD).

◆ **Defense Logistics Agency Leads** (DLA) - Lists contracting opportunities to provide supplies and services to America's military forces worldwide through the DLA. Commercial vendors may perform comprehensive and detailed searches against Request for Quotation (RFQ) and Award documents.

◆ **Trade Opportunity Program Leads** (TOP) - Gathered by US embassies around the world, these leads include requests for manufactured goods, services, representation, investment, joint-ventures, and licensing from both private companies and foreign governments.

◆ **International Marketing Insight Reports** (IMI) - Contains short profiles of specific foreign market conditions or opportunities prepared by the Department of Commerce's U.S. and Foreign Commercial Service, the Department of State, and multilateral development banks in overseas markets. These reports provide information on a dynamic aspect of a particular market. They may focus on specific projects, industry profiles, finance and marketing trends, regulation and import changes, trade show opportunities, or government policy updates.

◆ **Agricultural Trade Leads** (AgLead) - Contains information on foreign buyers who are seeking U.S. food, agricultural, and forest products. AgLeads include detailed contact information, product specifics, and quantities needed, packaging and labeling requirements, the type of quotation required, and a bank of reference.

◆ **United Nations Trade Leads** (ETO, Electronic Trading Opportunities) - Contains leads for small and medium-sized enterprises that originate from over 150 trade points around the world.

http://www.stat-usa.gov/ntdb

Current Exchange Rates - Contains daily, weekly (H.10), monthly (G.5) and annual (G.5A) rates of exchange of major currencies against the US dollar (Note: These files are also found in SOTN).

Market and Country Research - Contains reports that cover a wide range of information needed by exporters, including best-selling markets, market access, top imports, demographic information, trade barriers, market size, market characteristics, competitive analysis, market outlook, economic trends, trade events, Government regulations, and in-country trade contacts.

◆ **Multilateral Development Bank** (MDB) - Provides details on projects in developing markets that may be of interest to U.S. businesses and consultants.

◆ **Industry Sector Analysis** (ISA) - Provides in-depth profiles of a specific industry subsector. They include an analysis of market opportunities, end-users, competitors, market access, distribution channels, market barriers, and financing options. The report lists several best sales prospects, trade promotion opportunities, and in-country contacts.

◆ **Best Market Reports** (BMR) - Covers every industry sector cited as a best export prospect from the Country Commercial Guides. Sectors are designated as "Best Prospects" based on near-term growth potential and market receptivity to additional U. S. suppliers.

◆ **Foreign Agricultural Market Reports** (AgWorld) - Includes information on agriculture production, trade trends, and foreign government legislation and regulations and trade policies affecting U.S. agricultural trade.

◆ **Country Commercial Guides** (CCG) - Contains comprehensive profiles of a selected country's commercial environment, including market conditions, economic situations, political environment, best export sectors, trade regulations, investment incentives, finance techniques, upcoming trade events, marketing strategies, services for exporters, and business travel tips.

Contacts - Consists of the NTDB Global Trade Directory and the National Export Directory, which enables users to register their company online, search for international partners, research the competition, and locate trade-related officials working in their state.

International Trade Library - Contains over 50 'How To' documents from a variety of Federal agencies designed to assist new-to-market exporters.

GLOBUS & NTDB
Update Schedule

The information on GLOBUS & NTDB deals specifically with international commerce. The following chart provides a listing of the headings available from the GLOBUS & NTDB main page along with the source agency and the frequency of updates. For an explanation of acronyms, see page 14.

Today's Global Business Opportunity Leads

FedBizOpps Leads	GSA	Daily
Defense Logistics Agency Leads	DLA	Daily
Trade Opportunity Program Leads	US&FCS	Daily
International Marketing Insight Reports	US&FCS	Daily
Agricultural Trade Leads	FAS/USDA	Daily
United Nations Trade Leads	UN	Daily

Market and Country Research

Multilateral Development Bank	US&FCS	As released*
Industry Sector Analysis Reports	US&FCS	As released*
Best Market Reports	US&FCS	As released*
Foreign Agricultural Market Reports	FAS/USDA	Daily
Country Commercial Guides	State/US&FCS	Annual

Other

National Trade Estimates Report on Foreign Trade Barriers	USTR	Annual
Annual Report on the Trade agreements Program	USTR	Annual
Background Notes	State	Annual

* These applications are updated on a continual basis as they are released from the source agency.

Source Agency Information

The archiving of the materials on STAT-USA/Internet is done on a subjective basis, primarily by date (generally for a maximum of three years) and popularity. For older materials, please contact the source agency, as listed below. For more information regarding archiving policies, please contact the STAT-USA's Customer Service Center.

Bureau of Economic Analysis (BEA)	www.bea.doc.gov
Bureau of Labor Statistics (BLS)	www.bls.gov
Bureau of the Census	www.census.gov
The Conference Board	www.conference-board.org
Defense Logistics Agency (DLA)	www.dla.mil
Economics and Statistics Administration (ESA)	www.esa.doc.gov
Federal Reserve Board (FRB)	www.federalreserve.gov
Foreign Agriculture Service (FAS/USDA)	www.fas.usda.gov
General Services Administration (GSA)	www.gsa.gov
National Association of Purchasing Management (NAPM)	www.napm.org
U.S. and Foreign Commercial Service (US&FCS)	www.usatrade.gov
U.S. Department of Agriculture (USDA)	www.usda.gov
U.S. Department of Labor	www.dol.gov
U.S. Department of State	www.state.gov
U.S. Trade Representative (USTR)	www.ustr.gov
U.S. Department of Treasury	www.ustreas.gov
World Trade Point Federation, United Nations (UN)	www.wtpfed.org

USA Trade® Online

Merchandise Trade is defined as goods, including physical items such as automobiles, steel, food, clothing, appliances, and furniture.

USA Trade *Online* provides access to U.S. merchandise trade data, offering current and cumulative export and import data on more than 18,000 export commodities and 24,000 import commodities worldwide. It does not include statistics on the import/export of services (nor balance of payment adjustments) between foreign countries.

Provided in partnership between STAT-USA and the Foreign Trade Division (FTD) of the Bureau of the Census, the data on USA Trade *Online* is available from 1998 to the present; however, efforts are underway to provide data back to 1992. Use USA Trade *Online* to find existing and emerging export markets for products, compare specific product exports with related products, determine market share of export markets, and monitor trends in specific products, markets, and countries.

Questions, comments, and service inquiries should be directed to STAT-USA's Customer Service Center via phone at 1-800-STAT-USA or 202-482-1986 and via e-mail at <statmail@esa.doc.gov>. However, questions regarding the data provided (e.g. commodity codes) on USA Trade *Online* should be directed to the Foreign Trade Division of the Bureau of the Census at 301-763-2311.

Example 3: The USA Trade *Online* home page as of January 13, 2003.

USA Trade Online (continued)

http://www.usatradeonline.gov

Special Features

✴ The data on USA Trade *Online* is updated monthly within 30 minutes of when the information is released by the Bureau of the Census. Generally, the data released by Census runs about 45 days behind the reference month. However, the Bureau of the Census is currently revising and upgrading procedures with the goal of disseminating the data within 30 days. A schedule of data release dates is available from the USA Trade *Online* home page at <www.usatradeonline.gov>.

✴ Commodities are presented in the Harmonized Tariff Classification System (HS). The U.S. has been using this system, which is hierarchically arranged from a two to a ten digit level, since 1989. As the digits increase, the level of HS commodity detail increases. The two, four, six, and ten digit levels are available. Within a report, click on the hyperlinked commodity description to increase the commodity detail. NOTE: Value data is provided at all levels, but quantity values are only provided at the ten digit HS commodity level.

✴ The HS commodities are available in either import or export data tables by current month, cumulative year, and historical annual tables. These options are available from the Data Source Selection screen. Historical annual tables do not have custom districts detail. Exports codes (which the U.S. calls Schedule B) are administered by the Bureau of the Census. Import codes are administered by the U.S. International Trade Commission (USITC).

Example 4: The Data Source Selection screen as of January 13, 2003.

http://www.usatradeonline.gov

✶ Questions about commodity codes should be directed to the Foreign Trade Division of the Bureau of the Census at 301-763-2311. Online help is available at <www.census.gov/foreign-trade/reference/codes/index.html>, including information on converting NAICS (North American Industrial Classification System) and SIC (Standard Industrial Classification) codes to HS codes.

Unique Navigating & Searching Instructions

✶ Commodity codes may be entered in the search box or selected from the expandable tree listing. For overall worldwide rankings of all commodities, do not enter a commodity code, rather select **HS Commodities 2 digits only** (or other summary levels) from the HS selection box and hit GO.

Report Types

Expandable Tree of HS Codes

Example 5: The HS Commodity Selection Screen as of January 13, 2003.

USA Trade Online (continued)

http://www.usatradeonline.gov

* The search engine on USA Trade *Online* uses natural-query language. Therefore, quotes around phrases and Boolean operators should not be used.

* Six types of reports can be generated for both import and export data: Standard Report, Trade by Commodity, Commodity Market Ranking, Commodity Profile, Commodity Time Series, and Country by Commodity. A description of each type of report is available on page 19. Choose a report title from the left-hand column.

* Once a report is generated, the data can be resorted. For example, in a standard report, use the three pull-down options located above the chart to regenerate the data by commodity, country, or port. The data can then be resorted by value (highest to lowest).

* Query inputs can be saved for future reference for the Standard Report only. These "reports" are saved for a given account under the "My Reports" tab found on the top navigation bar. These are designed to be re-executed when new data is released, for example at the montly update. They generate the same report as the intial one (prior to saving), but with the new data.

* Saved query "reports" cannot be grouped by user or type. A running list of reports for all users from the same username/password will appear under the "My Reports" tab.

* Information from the various repot types can also be downloaded into a variety of formats to a user's storage media. Reports can be downloaded in Beyond 20/20 (.ivt), Microsoft Excel (.xls), and Delimited Text (.csv) formats.

Example 6: A standard report as of January 13, 2003.

Resort Data

Save Reports

As previously mentioned, data for any commodity (import or export) can be generated into six types of reports. The following is a description of each type of report.

◆ **Standard Report:** View the value and quantity for a commodity for the two most current months. The results can be sorted by value (highest to lowest) and regenerated by commodity, country, or customs port area using the three pull-down options located above the data chart.

◆ **Trade by Commodity:** Used to track the trade volume of any of the over 18,000 commodities traded worldwide over time in a specific market. Contains comparision data for four years and the most two current months.

◆ **Commodity Market Ranking:** Most popular type of report. Used to determine the top markets for a commodity. Contains country comparision data for four years and the two most current months.

◆ **Commodity Profile:** View the value and quantity over time of a particular commodity by country. The results can be sorted by value, quantity, and unit price for the most current month, cumulative data for the current calendar year, and cumulative data for the previous year's corresponding timeframe.

◆ **Commodity Time Series:** Provides an annual history for a commodity by country. The results can be sorted by value, quantity, or unit price.

◆ **Country by Commodity:** Used to analyze value changes over time of a specific commodity and country. The results can be sorted by value and quantity for the most current month, cumulative data for the current calendar year, and cumulative data for the previous year's corresponding timeframe.

Exercises

Below are some practice exercises to assist you in learning how to access the materials found on STAT-USA/Internet and USA Trade *Online*. Due to the nature of these services, the results for these examples constantly change, but are provided as a guide to direct users to the appropriate applications within STAT-USA.

1. Locate the most recent release of the Consumer Price Index (CPI).

2. Use the State of the Nation Library to find statements by Federal Reserve Bank Chairman Alan Greenspan.

3. Find the current State and Local Government bond rate and a chronological list of historical State and Local Government Bond Rates.

4. Identify the principal growth sectors for Costa Rica.

5. According to the Federal Reserve, what is the noontime buying rate for the Thai Bhat?

6. You are part of a small company that deals in pharmaceuticals, specifically cancer drugs. Which area of the world has the highest growing pharmaceutical market in the world? Where can you find trade leads for your company?

7. You are an exporter of grand pianos. While filling out the Standard Export Declaration form, you need the 10-digit HS code for your export. Locate the 10-digit code for grand pianos using USA Trade *Online* and then answer the following:

    a. What were the total U.S. exports of grand pianos in 2001?
    b. What were the two custom port areas from which grand pianos were exported in 2001?
    c. What were the top two markets for grand pianos in 2001?
    d. By what percentage has the U.S. market for exporting grand pianos changed over the past four years?

8. What five countries are the top exporters to the U.S.?

9. What are the top five exports and imports between the U.S. and the Philippines?

Answers

Please keep in mind that the answers provided in this book are recommendations and not necessarily the only way to locate this information on STAT-USA/Internet and USA Trade *Online*.

1. Locate the most recent release of the Consumer Price Index.

Economic indicators are initially released under Today's HOT Releases on the main SOTN page <www.stat-usa.gov/sotn> and then moved to America's Top 50 Releases after the day of their release. The documents in these areas will always be the most recent version.

2. Use the State of the Nation Library to find statements by Federal Reserve Bank Chairman Alan Greenspan.

Speeches and testimonies of Federal officials may be found under Summaries and Testimonies, which can be found under SOTN Library. From the State of the Nation main page <www.stat-usa.gov/sotn>, choose the SOTN Library from the toolbar. Make sure the CURRENT: Summaries and Testimonies database is chosen in the toolbar and then choose search from the toolbar above. In the search box, enter **greenspan and federal reserve bank**.

3. Find the current State and Local Government bond rate and a chronological list of historical State and Local Government Bond Rates.

State and Local Government Bond rates are initially released under the Daily Releases on the main SOTN page <www.stat-usa.gov/sotn>. A chronological list of historical State and Local Government Bond Rates is located in the State of the Nation Library. From the State of the Nation main page, click on "SOTN Library" in the top navigation bar. In the State of the Nation Library, click on "Government Bond Rates."

4. Identify the principal growth sectors for Costa Rica.

The Country Commercial Guides (CCG) provide comprehensive profiles of various economic, political, and social aspects of a selected country. From the GLOBUS & NTDB main page <www.stat-usa.gov/ntdb>, choose Country Commercial Guides under Market and Country Research. Use the "twisties" to expand the listing for Costa Rica and choose "II. Economic Trends And Outlook (Costa Rica)." According to Section B of the July 2002 report, industries such as tourism, electronics assembly, health care products, and regional management or service centers for multinational corporations are principal growth sectors for Costa Rica. Moreover, it states that Costa Rica is successfully attracting investors seeking a more skilled, educated, and flexible work force.

Answers (continued)

5. According to the Federal Reserve, what is the noontime buying rate for the Thai Bhat?

Foreign exchange rates are issued twice daily (at 10 a.m. and noon) by the Federal Reserve. From the GLOBUS & NTDB main page <www.stat-usa.gov/ntdb>, click on 12:30pm - Foreign Exchange Rates (Noon Buying Rates). Scroll down to Thailand. On January 13, 2003, the buying rate for the Bhat was 42.7900.

6. You are part of a small company that deals in pharmaceuticals, specifically cancer drugs. Which area of the world has the highest growing pharmaceutical market in the world? Where can you find trade leads for your company?

The Best Market Reports provide information on the best export prospects worldwide. From the GLOBUS & NTDB main page <www.stat-usa.gov/ntdb>, choose Best Market Reports under Market and Country Research. Use the "twisties" to expand the listing for Drugs/Pharmaceuticals and choose "DRUGS AND PHARMACEUTICALS [02/25/2000]". According to the document, Latin America constitutes the fastest growing pharmaceutical market in the world.

Worldwide trade leads for small to medium-sized companies are available through the United Nations Trade Leads. From the the GLOBUS & NTDB main page <www.stat-usa.gov/ntdb>, choose United Nations Trade Leads under Current and Historical Trade Leads. To find cancer-related opportunities, make sure the CURRENT: All Documents database is chosen in the toolbar and then choose search from the toolbar above. Enter **cancer** in the search terms box.

7. You are an exporter of grand pianos. While filling out the Standard Export Declaration form, you need the 10-digit HS code for your export. Locate the 10-digit code for grand pianos using USA Trade *Online* and then answer the following:

From the Data Source Selection screen, select a export dataset. From the browseable list of commodities, expand the listing for *92 Musical Instruments; Parts and Accessories Thereof*. Next, expand the listing for *9201 Pianos, Harpsichords & Other Keyboard String Instr* and then *920120 Grand Pianos* and you will see *9201200000 Grand Pianos (No)*. The 10-digit code for grand pianos is 9201200000.

a. To locate the total U.S. exports of grand pianos, use the Standard Report (default). Select either the checkbox for *9201200000 Grand Pianos (No)* or use the search terms box to enter either the HS Commodity Code **9201200000** or the keywords **grand pianos** and hit GO. In 2001, the total value of U.S. exports of grand pianos was $9,036,249.

b. To locate the two customs port areas from which grand pianos are shipped, resort the data by port by selecting "Customs Port Area" from the *Change Report Rows to* pull-down list. To sort highest to lowest, check the "Sort Data" box. In 2001, the top two export port areas for grand pianos were Seattle, Washington and Los Angeles, California.

Answers (continued)

c. To locate the top two markets for grand pianos, resort the list by partner country by selecting "Partner Country" from the *Change Report Rows to* pull-down list. To sort highest to lowest, check the "Sort Data" box. In 2001, the top two markets for grand pianos were Canada and Japan.

d. To find the percent change for exports over the past four years, return to the Data Source Selection Screen and choose "Exports - Annual Data for 2001, 2000, 1999, and 1998." Next, from the HS Commodity Selection Screen change the type of report to the Commodity Market Ranking report. Re-perform the query for grand piano by clicking GO on the browseable list of commodities. Between 1998 and 2001, the U.S. market for exporting grand pianos throughout the world increased over the past four years by 29.87%.

8. What five countries are the top exporters to the U.S.?

From the Data Source Selection screen, choose an import dataset. Next, from the *Select a HS Commodity Detail Level* pull-down list, choose the 2 digit commodity level (default) and hit GO. Finally, sort by partner country by leaving the "Partner Country" selection at world total and from the *Change Report Rows to* pull-down list select "Partner Country". To sort highest to lowest, check the "Sort Data" box.

9. What are the top five exports and imports between the U.S. and the Philippines?

From the Data Source Selection screen, choose a set of export or import data. Next, from the *Select a HS Commodity Detail Level* pull-down list, choose the 2 digit commodity level (default) and hit GO. Finally, sort by partner country by choosing the Philippines from the *Partner Country* pull-down list. To sort highest to lowest, check the "Sort Data" box.

As of October 2002, the top five U.S. exports to the Philippines were:

    Electric Machinery Etc; Sound Equip; TV Equip; Pts,
    Vehicles, Except Railway or Tramway, and Parts Etc
    Nuclear Reactors, Boilers, Machinery Etc.; Parts
    Cereals
    Optic, Photo Etc. Medic or Surgical Instrments Etc

As of October 2002, the top five U.S. imports from the Philippines were:

    Electric Machinery Etc; Sound Equip; TV Equip; Pts
    Nuclear Reactors, Boilers, Machinery Etc.; Parts
    Apparel Articles and Accessories, Not Knit Etc.
    Apparel Articles and Accessories, Knit or Crochet
    Furniture; Bedding Etc; Lamps Nesoi Etc; Prefab Bd